

12 November 1969

INSTRUCTIONS FOR CODING LANGUAGE REQUIREMENTS
ON FORM 1023 - COMPUTER INPUT

Item No.	Item Name on Form 1023	Coding Instructions
1	Identification	Code the letter "S"
2	Control No.	<p>The appropriate number to reflect the entry in its proper place as indicated by the Form 261.</p> <p>Language requirements for the component will appear after the component header and precede the first position for that component.</p> <p>Language requirements for the position will precede the position having the language requirement.</p>
3	Effective Date	Use current coding instructions
4	Headquarters	Use current coding instructions
5	Type of Change	Use current coding instructions
6	Type of Header	Do not code
7	Organizational Unit	Do not code
8	Totals	Do not code
9	Position Title	<p>Enter the clear text language, must be preceded with two (2) asterisks.</p> <p>Enter "***MIN. REQUIREMENT" for the minimum requirement entry.</p>
10	Schedule	<p>Enter the language proficiency codes for reading, writing, and speaking.</p> <p>1st character indicates reading 2nd character indicates writing 3rd character indicates speaking</p> <p>The only permissible characters are H, I, N, E, S.</p>

11	Occupational Series	<p>Enter the language code in the first four (4)</p> <p>1st character is a "B" 2nd character is a letter 3 & 4 character is numeric 5,6,7 characters leave blank</p>
12	Grade	<p>Enter the type of requirement and the number required.</p> <p>1st character can be the letter "G" or "S" 2nd & 3rd character is the number required. 3 would be entered as 03. 4 & 5 characters leave blank</p>
13	SG or 00	Do not code
14	Planned Incumbency	Do not code
15	Position No.	<p>Enter position number as shown on Form 261. Must be the same position number as the position it precedes.</p>
16	Current Authorization	Do not code
17	SD	Do not code

SPECIAL INSTRUCTIONS FOR THE MINIMUM REQUIREMENT:

- The minimum requirement count must be present for each component having a language requirement.
- It must be the last entry for the component language requirements.
- Code Items 1 thru 8 as described above.
- Code Item #9 with "***MIN. REQUIREMENT"
- Leave Item 10 and 11 blank
- Code Item #12 -- 1st character blank
2nd & 3rd character with language requirement
4th & 5th characters blank
- Leave items 13, 14, 15, 16, & 17 blank.

SECRET

(When F)

= INDICATES FIELDS TO BE ADDED P.D.P.

Approved For Release 2005/12/14 : CIA-RDP78-07181R000200050037-2

STAFFING COMPLEMENT CHANGE NOTICE CODING SHEET

F A A I T E M S	IDENTIFICATION		CONTROL NO.										EFFECTIVE DATE			HDQTRS.		TYPE OF CHANGE							
	P-POSITION S-SPECIAL H-HEADER		OFFICE CODE	DIVISION CODE	SEQUENCE NO.						MO.	DAY	YEAR	1-DEPT 2-US FLD 3-FRGN	6-REORGAN. 8-RETAIN CONT. NO.	7-DELETE CONT. NO. 9-NEW CONT. NO.									
	<							
H E A D E R I N F O	6.	7.																							
	TYPE OF HEADER	ORGANIZATIONAL UNIT																							
							
	7. CONTINUED															8.									
	ORGANIZATIONAL UNIT															TOTALS (Manual)									
D I S P O S I T I O N I N F O	POSITION TITLE															SCHEDULE		OCCUPATIONAL SERIES							
	* * LANGUAGE TEXT															PROF. R. W. S.		LANG. CODE							
	33							
	12.															13.		14.		15.		16.		17.	
	GRADE REQ NO.		SG OR DD		PLANNED INCUMBENCY		POSITION (Slot) NO. POSITION NO.		CURRENT AUTHORIZATION		SD														
.							

STAFFING COMPLEMENT CHANGE NOTICE CODING SHEET

1. IDENTIFICATION		2. CONTROL NO.				3. EFFECTIVE DATE			4. HDQTRS.	5. TYPE OF CHANGE		
P-POSITION	S-SPECIAL	OFFICE CODE	DIVISION CODE	SEQUENCE NO.	MO.	DAY	YEAR	1-DEPT	2-US FLD	3-FRGM	6-REORGAN.	7-DELETE CONT. NO.
H-HEADER											8-RETAIN CONT. NO.	9-NEW CONT. NO.
S		85	29	0005995	07	18	69	1			9	
6. TYPE OF HEADER												
7. ORGANIZATIONAL UNIT												
7. CONTINUED												
8. TOTALS (Manual)												
9. POSITION TITLE												
10. SCHEDULE												
11. OCCUPATIONAL SERIES												
12. GRADE												
13. PLANNED INCUMBENCY												
14. POSITION (Slot) NO.												
15. CURRENT AUTHORIZATION												
16. SD												

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STAFFING COMPLEMENT CHANGE NOTICE CODING SHEET

1. IDENTIFICATION		2. CONTROL NO.			3. EFFECTIVE DATE			4. HQTRS.		5. TYPE OF CHANGE	
P-POSITION S-SPECIAL H-HEADER		OFFICE CODE	DIVISION CODE	SEQUENCE NO.	MO.	DAY	YEAR	1-DEPT 2-US FLD 3-FRGN	6-REORGAN. 8-RETAIN CONT. NO.	7-DELETE CONT. NO. 9-NEW CONT. NO.	
< . S .	85290	00	5995	071869	1	9					
6. TYPE OF HEADER		7. ORGANIZATIONAL UNIT									
7. CONTINUED		8. TOTALS (Manual)									
9. POSITION TITLE		10. SCHEDULE		11. OCCUPATIONAL SERIES							
* * LANGUAGE TEXT		PROP. R. W. S.		LANG. GPC							
* * CHINESE, TAIPEING		EEE		SE14							
12. GRADE		13. SG OR OO		14. PLANNED INCUMBENCY		15. POSITION (Slot) NO.		16. CURRENT AUTHORIZATION		17. SD	
REQ. No. 1						POSITION No. 0426					
S 02										>	

Instructions for Entering Language Requirements
on Form No. 261 - Staffing Complement Change Authorization

1. There are two types of entries required for those components having language requirements:
 - a) The component 'recap'; where component is the lowest organizational unit (Division, Branch, Section, Unit, etc.) having a language requirement, and
 - b) The position that has either a specific language requirement or a general language requirement.
2. Language requirements for the component will be shown after the component header and will precede the first position for that component.
3. Language requirements for the position will precede the position having the language requirement.
4. The component 'recap' will be terminated by a minimum requirement entry and the number of required languages.

Ex. **MIN. REQUIREMENT 06
5. All entries pertaining to language (component recap or positions) will be preceded by two asterisks (**).

SECRET
(When Filled In)

OFFICE OR STAFF				OFFICE CODE NO.	APPROVAL DATE	CONTROL NUMBER	PAGE OF PAGES		
OFFICE OF COMPUTER SERVICES									
DELETIONS				ADDITIONS					
ORGANIZATIONAL UNIT AND POSITION TITLE	GRADE	POSITION CONTROL AND NUMBER	SD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION CONTROL AND NUMBER	SD	POSITION STATUS	MAN'S CODE
				OFFICE OF COMPUTER SERVICES DEPARTMENTAL MANAGEMENT SUPPORT DIVISION					
				** DUTCH	HII BF65 G03				
				** GERMAN, LOW	IIH BF74 G01				
				** TURKISH	II BA51 G04				
				** GREEK, MODERN	H BG06 G02				
				** ITALIAN, LIGURIAN	NNN BL09 S01				
				** SPANISH, ARAGONESE	NII BL19 S03				
				** CHINESE, TAIPING	EEE BE14 S02				
				** MIN. REQUIREMENT	06				
				MANPOWER AND PERSONNEL BRANCH					
				** CHINESE, TAIPING	EEE BE14 S02	0426			
				** ITALIAN	NNN BL09 S01	0427			
				** ITALIAN	G	0218			
				** ITALIAN	NNN BL09 S01	0427			
STAFFING COMPLEMENT TOTALS				APPROVAL					
				THE CHANGES LISTED ABOVE ARE HEREBY APPROVED. PLEASE MAKE CHANGES ON OFFICE RECORDS AS NECESSARY.					
				SIGNATURE TITLE					

STAFFING COMPLEMENT CHANGE AUTHORIZATION

SECRET

EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

MEMORANDUM FOR:

*This was prepared by
PMCD and distributed
at Language Development
Committee meeting on
Monday 16 Feb 1970*

JK
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)